



Commonwealth of Massachusetts
Division of Professional Licensure
239 Causeway Street • Boston, Massachusetts 02114

Board of State Examiners of Electricians
(617)727-9931, www.mass.gov/dpl/boards/el

Instruction Sheet for Application for examination

There are three basic parts to the Electrical application process. The Application, School documentation and Work experience forms. The foregoing MUST be followed by all candidates making application for an examination.

Failure to correctly complete this process may result in the return of your application and the loss of your application fee.

Application

- Application must be typed or filled out in ink and in the handwriting that is legible.
- Candidates must acknowledge which examination application he or she is making an application for.
- If the candidate is making an application for a Master or Systems contractor examination they must enter their journeyman or Systems technicians license number and verify the issue date in the space provided.
- If the candidate is making an application for re-exam they must enter the date they took the last exam in the space provided.
- Candidates must enter their social security number, date of birth, last, first and middle name, and generation (Jr. Sr. II or III) in the space provided.
- Candidates must enter their Residence street address, with the city or town. The state they reside in and zip-code for that state.
- Candidates must enter their daytime or evening phone number, email address is optional.

Note: Failure to complete and comply with the above requirements, your application will be returned to you and may result in the forfeiture of your application fee.

- The next section contains several questions that you must answer. If you fail to answer any of these questions your application will be returned to you and may result in the forfeiture of your application fee.
- The next section deals with your acknowledgement that you have read and understand your rights to your exam report, review examination questions, appeal to the boards' vendor with regards to disputed questions, and an appearance before the board. This section requires your signature with date. If you fail complete this requirement your application will be returned to you and may result in the forfeiture of your application fee.
- The following section is to be completed by you in the presence of a Notary. If you fail complete this requirement your application will be returned to you and may result in the forfeiture of your application fee.

School

Certificate of schooling provided by the Board:

- **Form 222** is provided for Journeyman Electricians and Systems Technicians who have enrolled in and completed a public vocational school program approved by the Department of Education under M.G.L. c 74 or in a private occupational school programs licensed by the Department of Education under M.G.L. c 93 or in a college/university program. Such educational programs are required to include shop and or cooperative work experience with their related programs.
- **Form 223** is provided for Master Electricians or Systems Contractor who have enrolled in and completed a day time or evening program approved by the Department of Education under M.G.L. c 74 or in a private occupational school programs licensed by the Department of Education under M.G.L. c 93 or in a college/university program. Such educational programs typically do not provide shop or cooperative work experience with their related programs.
- **Form 224** is provided for organizations for their employees or members as described in Section 13 of 237 CMR. Such educational programs may or may not include shop and or cooperative work experience with their related programs but such programs require board approval.
- **Form 225** is provided for schools that offer day time or evening programs for Journeyman Electricians or Systems Technician approved by the Department of Education under M.G.L. c 74 or in a private occupational school programs licensed by the Department of Education under M.G.L. c 93 or in a college/university program. Such educational programs typically do not provide shop or cooperative work experience with their related programs.
 - All forms must be completed by and signed by a school official with his or her title.
 - must include the signature with the license number of the electrical instructor(s) or evening director as applicable.
 - must include an imprint of the school seal

Optional – for those schools that provide their own certificates:

All schools that do not offer shop or cooperative work experience as part of their related programs; including approved evening programs, college courses, employers or organizations for their employees or members are required to provide the board with their certificate of completion such certificates must include the following information.

- Date of completion
- Hours of instruction
- Program provided
- Name of student
- Signature of the evening Director.
- Name of the approved school, college, employer or organization in accordance with Section 13 of 237 CMR.

Other schools in which courses are conducted outside of Massachusetts must provide with their application documentation containing detailed supporting information regarding education which is sufficient to allow the Board to conclude that the candidate possesses sufficient other education.

- Candidates who reside outside Massachusetts may obtain credit for the required course from an out-of-state institution.
 1. such credit shall be considered upon receipt of a written request for approval, accompanied by supporting documentation.

Candidates who hold a license issued by another jurisdiction may request a waiver of education.

- Such request shall be made in writing at the time of application and may be granted by the Board upon review.

- The Board may request additional information regarding qualifications.
- Each such request for waiver shall include a statement certified by the Keeper of Records of the state board issuing such license.
- Such license must be current and in good standing.

Work experience

Work experience **Form 272**, included with the application package, is to be used only by those candidates whose electrical or systems work experience can be documented as being supervised by a Massachusetts licensee.

- This form needs to be completed by both the candidate, with his or her signature and date and the employer has completed the other two parts of the form.
- All questions or spaces provided must be completed by the Electrician or Systems Contractor .
- This form must be complete without error or it may be returned to the candidate.

Candidates whose work experience does not fall within the specific provisions of 237 CMR 13.01

- May submit on letterhead from their employer a request that such experience be considered as the equivalent of the specific experience requirement set forth in Board Rules and Regulations.
 - Said written request must contain the following detailed supporting information regarding such work experience which is sufficient to allow the Board to conclude that the candidate possesses sufficient other work experience to meet the specific education requirements of 237 CMR 13.
 - Commencement date of employment
 - Termination date of employment
 - If employment was full time part time
 - Actual hours of employment
 - Name of the supervising licensee and his or her license number
 - Description of work supervised

If applicable and you fail to complete any of the aforementioned requirements your application will be returned to you and may result in the forfeiture of your application fee.